

COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION  
*"Creating Community Through People, Parks and Programs"*



May 31, 2005

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**ADOPT AND ADVERTISE FOR A CONSTRUCTION CONTRACT  
AND APPROVE THE YOUTH EMPLOYMENT PLAN  
FOR GENERAL PARK IMPROVEMENTS AT  
CAROLYN ROSAS COUNTY PARK  
C.P. NO. 86449, SPEC. NO. 05-0030  
(Fourth District - 3 Vote Matter)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT  
YOUR BOARD:**

1. Find the project categorically exempt from the California Environmental Quality Act (CEQA) according to the Sections of the State CEQA Guidelines and Classes of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987 cited herein.
2. Adopt the Plans and Specifications No. 05-0030 for General Improvements at Carolyn Rosas County Park, at an estimated construction cost of \$826,500, and instruct the Executive Officer-Clerk of the Board to advertise the project for construction bids in accordance with the "Instructions Sheet for Publishing Legal Advertisement."
3. Approve the attached Youth Employment Plan (Attachment B).

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will adopt the project plans and specifications, authorize the advertisement of construction bids, and approve the Youth Employment Plan for the general improvement project at Carolyn Rosas County Park.

The proposed project consists of improvements to the community building to comply with the Americans with Disabilities Act (ADA), including upgrades to the restroom and repairs to the interior doors, walls and floor, and to accommodate a computer lab within the community building. In addition, the proposed project will make various improvements to the park site, including repairs to the parking lot, replacement of concrete walkways and the installation of new picnic shelters, barbeque braziers, drinking fountains and connective pathways to improve ADA access. Youth employed under the Youth Employment Plan and supervised by County staff will remove and replace three (3) barbeque braziers.

### **Implementation of Strategic Plan Goals**

The project will enhance the County's Strategic Plan, Goal Number 1, "Service Excellence," through the enhancement of services at a highly used facility. The proposed improvements also enhance Fiscal Responsibility (Goal Number 4) by investing in public infrastructure and contribute to Children and Families Well-Being (Goal Number 5) and Community Services (Goal Number 6) by improving facilities that enhance activities that promote good health, safety, and social and emotional well-being in the unincorporated area of Rowland Heights.

### **FISCAL IMPACT/ FINANCING**

The base construction budget was originally estimated at \$826,500. The total project cost, including plans and specifications, plan review, construction, consultant services, at-risk youth employment and County services, was estimated at \$1,143,400.

In light of the recent market increases in construction costs, an independent cost estimate was obtained. The independent estimate placed the project's current construction cost at \$814,127, which is within the current budget. The Project Schedule and Budget Summary are included in Attachment A.

The proposed project is funded by the Safe Neighborhood Parks Proposition of 1996 (\$300,000), a State Proposition 12-Roberti-Z'berg-Harris Program Grant (\$793,400), and Park In-Lieu Fees from Park Planning Area No. 10 (\$50,000).

### **Operating Budget Impact**

Based upon current salaries and employee benefits, the Department currently estimates one-time start up costs of \$12,620 to equip the computer lab. In addition, the Department anticipates an increase in ongoing operating costs of \$48,323, including \$12,439 for maintenance staff and supplies necessary to maintain the new site

improvements and \$35,884 in programming costs for staff and supplies to operate the computer lab, including software licenses, filtering software, and network costs.

Based on the current schedule, the Department would incur the one-time and ongoing operating costs beginning in Fiscal Year 2005-06. The Chief Administrative Office will review the operating requirements and available funding and make a final recommendation to your Board prior to completion of the project.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

A standard construction contract, in a form previously approved by County Counsel, will be used for this project.

As required by your Board, the following standard provisions have been incorporated into the project specifications: Solicitation of Improper Consideration by County Employees; Consideration for Employment of Qualified Current or Former County Employees; Consideration to Hire Qualified Employees in the County's Greater Avenues for Independence and General Relief Opportunities for Work (GAIN/GROW) Programs; Contractor Notification to Employees Regarding Potential Eligibility for Federal Earned Income Credit; Local Small Business Preference; Contractor Employee Jury Service Program; Contractor Responsibility and Debarment; Child Support Compliance Program; and Safely Surrendered Baby Law.

The contractor shall comply with all provisions of the Labor Code of the State of California, including payment of wage rates that are not less than prevailing wage rates as determined by the State Division of Industrial Relations to all employees/workers on the project.

The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor must certify and agree that all persons employed by such firm, and contractor's affiliates, subsidiaries, or holding companies are and will be treated equally by the firm without regard to or because of race, color, religion, sex or national origin and in compliance with all anti-discrimination laws of the United States of America and the State of California.

As required by your Board, language has been incorporated into the specifications stating that the contractor shall acknowledge that the County has established a goal of ensuring all individuals who benefit financially from the County through contracts are in compliance with their court-ordered child, family and spousal support obligations and contractors shall provide identifying information concerning principal owners to the District Attorney's Office, as requested.

Under the provisions of the County of Los Angeles Regional Park and Open Space District policy on employment of youth, the Youth Employment Minimum Obligation of the County of Los Angeles is \$15,739,750. The County of Los Angeles has met its Youth Employment Goal; however, Parks and Recreation continues to actively pursue employment opportunities for at-risk youth on all construction projects. The attached Youth Employment Plan (See Attachment B) identifies tasks that will be performed by at-risk youth on this project. In addition, plans and specifications encourage the contractor to employ at-risk youth on this project.

In accordance with your Board's request of February 3, 1998, this contract opportunity will be posted on the County's Office of Small Business web site following your Board's approval.

#### **ENVIRONMENTAL DOCUMENTATION**

The project is categorically exempt from the California Environmental Quality Act (CEQA) according to Sections 15301 (d) of the Guidelines for the Implementation of CEQA and Class 1 (c) of the Environmental Document Reporting Procedures and Guidelines, adopted by your Board on November 17, 1987.

#### **CONTRACTING PROCESS**

Attachment "C" is the "Instruction Sheet for Publishing Legal Advertisements." Advertising an offer to "Consider Equivalents" is not warranted since materials are covered by descriptive technical specifications adequate for competitive bidding.

The dates indicated in "Official Notice Inviting Bids" are predicated on Board approval on May 31, 2005. Deferred action by the Board will necessitate adjustment of the dates by the Department of Parks and Recreation.

Community Business Enterprise (CBE) participation in the project will be enhanced through the Capital Project CBE Outreach Programs and by the requirement that bidders demonstrate their good faith efforts to utilize CBE.

Total Concept Landscape Architecture, Incorporated provided design services and will provide construction observation services on the project through the Department's As-Needed Design Agreement No. 10217, previously approved by your Board on December 12, 2002.

The Honorable Board of Supervisors  
May 31, 2005  
Page 5

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

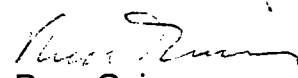
This proposed project will renovate existing facilities and, therefore, some minor impact on services and programs is anticipated during construction. In order to minimize these impacts, a temporary trailer will be provided to house recreational programming. It is anticipated that the project will begin construction in August 2005 and will be completed in February 2006.


Upon completion of the project, the public will benefit from increased programming as a result of the computer lab and improved and expanded picnic facilities.

**CONCLUSION**

Please instruct the Executive Officer-Clerk of the Board to forward one (1) conformed copy of this letter to the Chief Administrative Office, Capital Projects Division and two (2) conformed copies to the Department of Parks and Recreation, Project Management Division.

Respectfully submitted,

  
Russ Guiney  
Director

  
David E. Janssen  
Chief Administrative Officer

Attachments (4)

sa:carolyn-rosas-aa-b#12.doc

c: Executive Office (22)  
County Counsel

**ATTACHMENT A**

**ADOPT AND ADVERTISE FOR A CONSTRUCTION CONTRACT  
GENERAL PARK IMPROVEMENTS AT  
CAROLYN ROSAS COUNTY PARK  
C.P. NO. 86449, SPEC. NO. 05-0030  
(Second District - 3 Vote Matter)**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>	<b>Revised Completion Date</b>
1. Land Acquisition	N/A	N/A
2. Environmental Impact Report	N/A	N/A
3. Program	01/22/03	01/22/03
4. Schematic Design	12/11/03	12/11/03
5. Design Development	02/12/04	02/12/04
6. Construction Documents	11/18/04	11/18/04
7. Jurisdictional Approval	02/18/05	05/12/05
8. Construction Contract Award	07/26/05	
9. Construction Start	08/08/05	
10. Final Inspection	02/28/06	
11. Final Acceptance	03/21/06	

**II. PROJECT COST SUMMARY**

<b>Cost Category</b>	<b>Original A/E Estimate</b>	<b>Revised ( Independent Estimate)</b>
1. Land Acquisition	N/A	N/A
2. Plans and Specifications	\$93,000	\$93,000
3. Plan Review	\$6,000	\$6,000
4. Make-Ready Activities	\$13,550	\$13,550
5. Construction	\$826,500	\$814,127
6. Change Order/Contingencies	\$82,650	\$95,023
7. Equipment	N/A	N/A
8. Consultant Services	\$53,000	\$53,000
9. County Services	\$58,700	\$58,700
10. At Risk Youth, Supervision & Materials	\$10,000	\$10,000
<b>TOTAL</b>	<b>\$1,143,400</b>	<b>\$1,143,400</b>

**COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION  
GENERAL PARK IMPROVEMENTS AT  
CAROLYN ROSAS COUNTY PARK  
C.P. NO. 86449, SPEC. NO. 05-0030  
YOUTH EMPLOYMENT PLAN**

**BACKGROUND:**

The proposed project consists of Community Building Improvements including ADA upgrades to the restroom and repairs to the interior doors, walls and floor. Proposed site improvements include repairs to the parking lot, replacement of concrete walkways and the installation of new picnic tables, barbeque braziers, drinking fountains and connective pathways to improve ADA access.

**Tasks that may be performed by At-Risk Youth:**

Remove and replace three (3) barbeque braziers.

**Estimated Cost of Youth Employment:**

Total estimated hours of youth employment	160
Cost per hour	<u>\$9.50</u>
Total estimated cost of youth employment	\$ 1,520.00

**Method of Youth Employment:**

Youth referrals for employment will be provided by the Los Angeles County Department of Children and Family Services, Community and Senior Services, Public Social Services, Probation and/or by a school district. In addition, the contract documents will require the Contractor to make a good faith effort to employ at-risk youth from the community in which the project is being carried out in conformance with the County's definition of "at-risk youth".

**Youth Employment Goal:**

Under the provisions of the Los Angeles County Regional Park and Open Space District policy on employment of youth, the Youth Employment Minimum Obligation (YEMO) of the County of Los Angeles is \$15,739,750 (equal to fifty percent of the total maintenance and servicing funding from Proposition A of 1992 and 1996). The County of Los Angeles has met its Youth Employment Goal, however, Parks and Recreation continues to actively pursue employment opportunities for youth on all construction projects. At-risk youth employment accomplished to date is as follows:

**ATTACHMENT B**

**Accomplished**

Project Support

\$ 825,088

Maintenance

\$ 269,680

Other New Youth Employment (various parks  
and County programs)

\$23,250,485

**Total Youth Employment**

**\$24,345,253**



**ATTACHMENT C**

TO: Executive Officer-Clerk of the Board of Supervisors  
County of Los Angeles  
State of California

FROM: Project Management Division  
Department of Parks and Recreation

REGARDING: **NOTICE INVITING CONSTRUCTION BIDS  
ON DRAWINGS AND SPECIFICATIONS  
LISTED UNDER PROJECT TABULATIONS**

**ADVERTISE FOR CONSTRUCTION CONTRACT  
FOR GENERAL PARK IMPROVEMENTS AT  
CAROLYN ROSAS COUNTY PARK  
INSTRUCTION SHEET FOR  
PUBLISHING LEGAL ADVERTISEMENT**

**PUBLISHING**

In accordance with the State of California:

Public Contract Code Section 20125, and Government Code Section 6066 and 6062, under which you may publish once a week for two (2) weeks in a weekly newspaper, or ten times in a daily newspaper.

Also publish in the following:

1. Local paper
2. Any newspaper requested by the **FOURTH** District.

Forward three (3) reprints of the attached advertisement to the Project Management Division, Department of Parks and Recreation, 510 South Vermont Avenue, 1<sup>st</sup> floor, Los Angeles, California 90020, Attention Samuel Adams, Project Manager.

**OTHER INSTRUCTIONS**

The dates indicated in "Official Notice Inviting Bids" is predicated on Board approval on **May 31, 2005**. Deferred action by the Board will necessitate adjustment of dates by the Department of Parks and Recreation.

**OFFICIAL NOTICE - INVITING BIDS**

Notice is hereby given that the Executive Officer-Clerk of the Board of Supervisors will receive sealed bids in a place, time, and manner hereinafter described, for furnishing all materials, labor, and equipment required for the construction to complete the following work:

**PROJECT TABULATION**

<b><u>SPEC. NO.</u></b>	<b><u>DEPOSIT</u></b>	<b><u>DATE AND TIME OF BID SUBMISSION</u></b>	<b><u>DATE AND TIME OF BID OPENING</u></b>
05-0030	\$50.00 Nonrefundable	July 13, 2005 at or before 11:00 AM	July 13, 2005 Shortly after bid submission

There will be a mandatory pre-bid walk-through for this project on Wednesday July 6, 2005, 10:00 a.m., at the site (18500 East Farjardo Street, Rowland Heights, California). Attendance at the walk-through is mandatory. A bid submitted by a contractor who has not attended the mandatory pre-bid walk-through may be deemed non-responsive for that reason.

Each bid shall be submitted on a form obtained at the address below. Bids shall be sealed and filed at **510 South Vermont Avenue, Los Angeles, California 90020** at or before 11:00 a.m., at the front desk on the first floor of the building on the date indicated. Bids will be publicly opened, examined, and declared by the Department of Parks and Recreation shortly after 11:00 a.m. this date at 510 South Vermont Avenue, Los Angeles, California, 90020, in the Capital Projects Conference Room.

In accordance with the method for determining the low bid described in Public Contract Code section 20103.8(b), the contract, if awarded, will be awarded to the responsive and responsible bidder who submitted the lowest bid which shall be the lowest total of the bid prices on the base contract and the two additive alternate items referenced on the Form of Bid. To enable the County to determine the low bidder using this method, a bidder must indicate on the Form of Bid the amount of its bid price for all of the base contract work and its bid price for each of the two additive alternate items specified. For further information on the bidding methods and requirements of the project, bidders are directed to the Section 00300 of the Form of Bid and the specifications.

Construction time is to be a maximum of one hundred eight (185) calendar days for the entire project.

Bids shall conform to Drawings and Project Manual. These documents are open to inspection and available to purchase at the **Department of Parks and Recreation, 510 South Vermont Avenue, 1<sup>st</sup> Floor, Los Angeles, California 90020**.

For information, call the Project Manager Mr. Samuel L. Adams at (213) 738-2105.

## ATTACHMENT D

Bidders must comply with the provisions of the Bidding Requirements, General Conditions, and the Project Manual concerning bid guarantee, contract bonds, and insurance requirements. This project requires the Prime Contractor to possess a license classification of **"(A)" or "(B)"** at the time of submitting the bid. The **"(B)"** Contractor is also required to hold the following specialty license: **C-36 (Plumbing)**. The Prime Contractor may meet this requirement by listing sub-contractors with this license on his form of bid. In the event that the **"(B)"** Contractor uses a sub-contractor to meet the C-36 (Plumbing) requirements, the sub-contractor with the C-36 License must perform all of the plumbing work.

The Board of Supervisors, in the public interest, reserves the right to reject any or all bids and also reserves the right to waive technical, trivial, or insubstantial errors and discrepancies in bids.

Pursuant to the Labor Code of the State of California, the State Department of Industrial Relations has determined the general prevailing rate of per diem wages for each craft or type of worker needed to execute any construction contracts, which may be awarded to the successful bidder or bidders by the County of Los Angeles. In the event the Contractor or any subcontractor employed by the Contractor pays a worker less than the stipulated prevailing rate for such work or craft, the Contractor will be liable for all forfeits, penalties, and additional wage payments as provided in Sections 1775 and 1776 of the Labor Code of the State of California. These terms shall also apply to proposed subcontractors and Bidders on County contracts.

Contractor may substitute securities for retention moneys to be withheld in accordance with the conditions of Public Contract Code Section 22300.

Bids must provide full disclosure on False Claim Act violations and civil/criminal legal actions as provided for on the respective attachments in the bid package. Failure to complete these forms may result in the determination that the bidder is non-responsive and/or not responsible.

Prior to the date and time of submission of bids, bidders shall submit separately to the Department of Child Support Services a completed Principal Owner Information (POI) Form if such form is not currently on file with the Department of Child Support Services. Bidders shall certify, in accordance with Section 2.200.600 of the County Code, that: 1) the POI Form has been appropriately completed and provided to the Department of Child Support Services with respect to the Contractor's principal owners; 2) the Contractor has fully complied with all applicable State and Federal reporting requirements relating to employment reporting for its employees; and 3) the Contractor has fully complied with all lawfully served Wage and Earnings Assignment Orders and Notices and will continue to maintain compliance. Such certification must be submitted on the Child Support Compliance Program (CSCP) Certification Form included as one of the proposal forms. Failure by the bidder to submit the CSCP Certification (which includes certification that the POI Form has been submitted to the Department of Child Support Services) may result in the determination that a bid is non-responsive (County Code Section 2.200.070).

**SMALL BUSINESS ENTERPRISE PREFERENCE**

**In evaluating bids, the County will give preference to businesses that are certified by the County as a Local Small Business Enterprise (Local SBE), consistent with Chapter 2.204 of the Los Angeles County Code. A Certified Local SBE is: 1) a business certified by the State of California as a small business enterprise; and 2) a business having its principal office currently located in Los Angeles County for a period of at least the past twelve months; and 3) certified by Office of Affirmative Action Compliance as meeting the requirements set forth in 1 and 2 above. Certified Local SBEs must request the SBE Preference in their solicitation responses and may not request the preference unless the certification process has been completed and certification affirmed. County must verify Local SBE certification prior to applying the preference. Sanctions and financial penalties may apply to a business that knowingly and with intent to defraud, fraudulently seeks to obtain or maintain certification as a certified Local SBE.**

Information about the State's Small Business Enterprise certification regulations is in the California Code of Regulations, Title 2, Subchapter 8, Section 1896 et seq., and is also available on the California Department of General Services Office of Small Business Certification and Resources Website at <http://www.pd.dgs.ca.gov/smbus/default>.

Si necesita mas informacion sobre este anuncio, llame el Sr. Andy Lopez, (213) 738-3066.

Bidders are urged to familiarize themselves with bid documents and specifications package No. 05-0030.

The County of Los Angeles encourages bids from all certified minority and women-owned firms. On final analysis and consideration of award, contractor will be selected without regard to gender, race, creed, or color.

Published by order of the Board of Supervisors of the County of Los Angeles, State of California, dated May 17, 2005.

VIOLET VARONA-LUKENS  
EXECUTIVE OFFICER-CLERK OF THE  
BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES